



## **JOB DESCRIPTION**

Title: **DEPUTY DIRECTOR OF  
PUBLIC SERVICES**

Department: Public Services

Class Code: 1530

FLSA Status: Exempt

Effective Date: December 1, 1997 (Rev. 07/2008)

Grade Number: 30

## **GENERAL PURPOSE**

Under broad supervision and direction from the Public Services Director, assists in the administration and coordination of all activities in the Murray Public Services Department.

## **EXAMPLE OF DUTIES**

- \*-- Acts as the Department Director in his or her absence.
- \*-- Supervises division staff; hires and trains employees; evaluates performance; disciplines employees.
- \*-- Has administrative responsibility for the City's fleet, streets, storm water, water and waste water operations and services.
- \*-- Serves as the Department's representative on various City or intergovernmental boards, committees and panels in matters related to the Department as assigned by the Director. Confers with government officials, developers, contractors and interested community groups on Department programs.
- \*-- Attends meetings dealing with water, wastewater and solid waste matters with groups such as: Trans-Jordan, Central Valley, Salt Lake County Water Conservancy, irrigation ditch companies, etc.
- \*-- Assists in the development and management of construction and maintenance specifications and schedules, including capital improvement projects for the Public Services Department.
- \*-- Aids in administration of Department and divisional budgets. Assists in preparing recommendations for the City Council and Mayor and implementing approved policies.

- \*-- Assists in planning and organization of master plans, projects and contracts within the Department.
- \*-- Manages and plans for solid waste collection and recycling programs for the City.
- \*-- Prepares rate structure and recommends billing rates for Department programs.
- Serves at the Department's emergency management coordinator; keeps Department emergency management plan up to date; trains and informs Department staff on emergency management plans.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from a college or university with a bachelor's degree in public administration, environmental health, business, civil engineering, parks and recreation or closely related field; and a minimum of five (5) years of progressively responsible supervisory experience or any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver's license.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of State, County, Federal and City laws dealing with issues such as road construction, building inspection, planning and zoning, water, parks and recreation, water, wastewater, solid waste, and storm water.
- Ability to direct the work of others, ability to establish and maintain effective working relationships with employees, other agencies and departments and general public.
- Ability to communicate both verbally and in writing. Ability to analyze complex organizational problems and to determine proper courses of actions.
- Extensive knowledge of the goals and objectives of the Public Services Department.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database software; motor vehicle; phone; fax and copy machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.